WHY REGISTER TRAVEL?

• University policy conformance:
  • Certain requirements for higher risk travel.
  • Risk review and mitigation development.
• Better positions GS&S to:
  • Provide support in advance of travel.
  • Respond to support requests during travel.
  • Allocate resources long-term.
• Export Controls compliance.
• Receive information on duty of care resources available to travelers.
• Aids long-term University resource planning.
HOW TO ENROLL MY TRIP:
REGISTERING TRAVEL ON BEHALF OF A FACULTY OR STAFF MEMBER AS THEIR DELEGATE
All University students, staff, faculty, and academic administrators can use the Enroll My Trip system (https://enrollmytrip.princeton.edu) to register their travel.

Click on: PRINCETON USER LOGIN
You may be asked to authenticate using your NetID, just like when accessing other University systems.

First-time users will need to confirm their profile when logging in. This is a one-time requirement, but information can be edited when needed and should be kept up to date.
Once you’re logged in, your dashboard will display trips that you’ve created, been added to as a participant, and any previous trips that you’ve registered.
A delegate can perform certain tasks on behalf of another user in the system.

• To **be eligible to be someone's delegate**, the person must first log into the Enroll My Trip system and create a profile. Once this action is complete, the person can be selected as a delegate in the system.

• To **add someone as a delegate**, the user that will be supported (e.g., the traveler) will need to add the person performing the delegate role to their profile in the system.
HOW TO ADD A DELEGATE

- Go to your **Settings** page in the Enroll My Trip system. This is accessible from the top-left menu in the system.
HOW TO ADD A DELEGATE

• Add the user by typing their name or their NetID. Select their name when it appears. Be sure to click Save after selecting.
HOW TO ADD A DELEGATE

• Once you are added as a delegate, you can access the Delegate Trips tab of the system. This will allow you to manage travel for those you are a delegate.

• All other steps for registering travel will follow the Individual Travel or Group Travel step-by-step walkthrough instructions on the GS&S website.

If you experience issues, try logging in with a cleared cache or in a "private" browsing mode (or waiting overnight for the system refresh to set-in).
GS&S QUICK LINKS

Global Safety & Security website
Global Safety & Security Policy
Enroll My Trip system
Certifications & Exceptions (including instructions, forms, and FAQs)
Destination Risk Reports
Emergencies

Contact GS&S at globalsafety@princeton.edu.